



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Data Control Clerk
3	Posting Number	PN #110322
4	Department	Municipal Courts Administration
5	Division	Court Services
6	Section	Document Management
7	Reporting Location	1400 Lubbock
8	Workdays & Hours	All Shifts, days, and holidays* <i>*Subject to change</i>
9	DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS Performs general clerical functions using a variety of software applications to generate reports. Accurate performance of data entry functions in entering citation information into the automated system, coding and researching records. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.	
10	WORKING CONDITIONS General office conditions; requires long periods of sitting in front of terminal.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Basic knowledge of grammar, spelling, punctuation and simple mathematical functions as might normally be acquired through attainment of a high school diploma or GED.	
12	MINIMUM EXPERIENCE REQUIREMENTS Six (6) months of general clerical or computer operations experience is required.	
13	MINIMUM LICENSE REQUIREMENTS None	
14	PREFERENCES Documented and verifiable heavy data entry experience. Minimum typing of 50 W.P.M. Proficient in Windows and Microsoft Office environment (Outlook, Word, Excel, PowerPoint, etc.). Excellent verbal and written communication skills.	
15	SELECTION/SKILLS TESTS REQUIRED None. However, the department may administer and the applicant must successfully complete a computer skill assessment	
16	SAFETY IMPACT POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 8 \$666 - \$1,098 Biweekly \$17,316 - \$28,548 Annually</div>	
18	OPENING DATE	May 3, 2006
19	CLOSING DATE	May 9, 2006
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	